

**EXECUTIVE COMMITTEE (EXCOM) MEETING MINUTES  
THURSDAY, SEPTEMBER 20, 2018**

PRESENT	Rosemarie Kraeger	Rhode Island Commissioner	Chair	
	Pete LuPiba	Ohio Commissioner	Vice Chair	
	Bob Buehn	Florida Commissioner	Treasurer/Finance	
	Mary Gable	Maryland Commissioner	Rules	
	Kate Wren Gavlak	California Commissioner	Past Chair	
	Don Kaminar	Arkansas Commissioner	Training	
	Kathy Facon	DoD Military Representative/DODEA	Ex-Officio	
	Cherise Imai	Executive Director	Secretary	
	Rick Masters	General Counsel		
	Lindsey Dablow	Training and Operations Associate		
	Richard Pryor	Communications Associate		
	EXCUSED	Daron Korte	Minnesota Commissioner	Compliance
		Shelley Joan Weiss	Wisconsin Commissioner	Comm & Outreach

**ITEM 1 – CALL TO ORDER**

1. Chair Rosemarie Kraeger (RI) called the meeting to order at 2:02 PM EDT. Roll call was conducted by Executive Director (ED) Cherise Imai.

**ITEM 2 – AGENDA AND MINUTES**

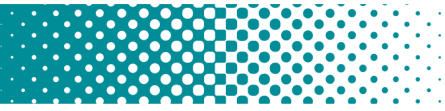
2. The agenda was motioned for approval by Commissioner Kate Wren Gavlak (CA) and seconded by Commissioner Don Kaminar (AR). Motion carried.

3. The minutes of the September 6, 2018 meeting were motioned for approval with revisions by Commissioner Don Kaminar (AR) and seconded by Commissioner Gavlak. Motion carried.

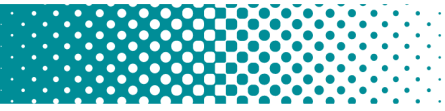
**ITEM 3 – REPORTS**

4. **Chair – Mid-Year Survey of the Commission** – Chair Rosemarie Kraeger reported she contacted the Commissioners identified at the last meeting (Deanna McLaughlin (TN), Clarke Orzalli (MA), Mary Herman (AK)) for clarification on their responses. She framed their questions as the following:

- a. **How could**
- b. **How were you affected by what happened**
- c.
- d. The training last year at ABM didn't go through
- e. Some of the takeaways:
  - i. When a new item is posted on the website, a notification alert be released



- ii. Present the slate of officers, state why we have the LDC and why went down this road.
    - iii. Can we engage and ensure that state council members receive the newsletter
    - iv. Outreach the Committee separation
  - f. Commissioner Kaminar said it was helpful to hear about what was on people's minds and asked if those contacted felt better. Chair Kraeger thought they felt heard and that their concerns
- 5. **General Counsel** – LuPiba/Anastasio Case: He received a contract proposal for mediation services at half the fee of the other agency, which is \$150 an hour. General Counsel Masters will forward to ED Imai to sign. Mediator assigned and they will be contacting the parties.
- 6. **Communications and Outreach** – Although their Committee was unable to secure quorum for any of their meetings this past year, Commissioner Weiss and the committee created 3 Public Service Announcements, 2 created by the national office and the other by the US Department of Defense. The 30 second videos will promote the Commission and be launched at the Annual Business Meeting (ABM). Commissioner Wren Gavlak motioned for approval, seconded by Commissioner Kaminar. Motion carried.
- 7. **Finance** – ED Imai reported on behalf of Commissioner Bob Buehn (FL) and stated that the audit and the proposed Fiscal Year (FY) 2020 budget were approved by the Finance committee the previous week and are provided to the Committee for approval in preparation for the upcoming Annual Business Meeting. The FY 2018 Annual Audit was conducted in mid-August by *Blue and Co.* and was completed a week ahead of schedule. The Letter of Governance and the Financial Report outlined the expenditures and operating costs for the organization in comparison to the previous Fiscal Year. The audit was clean with one recommendation that the organization draft an Investment Policy. In addition to the *Blue and Co* provided template, ED Imai obtained templates from the Council of State Governments (CSG) and two organizations on the Finance Committee's request. Commissioner Weiss motioned to approve the Letter of Governance, Audit Report and the proposed FY 2020 Budget, seconded by Commissioner Kaminar. Motion passed. Chair Kraeger thanked ED Imai, Chair Buehn and the Finance Committee for their hard work.
- 8. **Rules** – Commissioner Gable reported on their meeting held yesterday afternoon. The Committee reviewed the Promulgation of Rules guide draft. Two clarifications of the rules regarding promulgation were submitted for General Counsel review. The first clarifying the term “Regional Group of States” and if the term could be revised to the “Tier Groups” which aligns with our current operations. The second, on if rules could be proposed annually or only on odd numbered years. The second item the Committee discussed was the Legal Rationale for the State Council meeting requirement. They submitted feedback to General Counsel Masters regarding the rationale language to clarify the rationale data. General Counsel Masters will review and finalize the draft before the 30-day public notice period mandated by the rules. The notice is targeted for release on September 17<sup>th</sup>. Commissioner Korte added that the Compliance Committee agreed that the proposed rule would strengthen the requirement for member states to hold meetings and it would not “call out” the states that were not having meetings. He added that he anticipated a robust discussion at the ABM and thanked Commissioner Gable to move this forward.
- 9. **Training** – Commissioner Kaminar reported that Communications Associate Richard Pryor is tracking additional feedback on the training video which will be considered post ABM. He reported that the training video is a tool that will be available to members for training and other opportunities and will be released at the ABM.



10. **Leadership Development Ad Hoc (LDC)** – Commissioner Gavlak reported they met recently. They have not had a meeting to approve the ballot yet, however it appears there are at least two nominations per elected positions on the ballot. All applications received were included in the ballot. Commissioner Weiss asked when the EXCOM will be notified of the ballot nominations and when it will be released. Commissioner Gavlak said information will be released to both the EXCOM and the Commission at the same time, and separately from the Docket Book to prevent confusion. She reminded that nominations will still be taken from the floor. The LDC will meet later this month on the timeline.

11. **General Counsel** – Litigation – General Counsel Rick Masters reported that he is awaiting a response from New Jersey and Indiana in terms of the agreed cost, payment of fees, and agreed order. He expects to hear something by end of the day next Friday the 13<sup>th</sup>. Should neither state respond, he will ask the court to schedule a meeting to obtain an update.

12. **General Counsel** – LuPiba/Anastasio Case – General Counsel Masters reported that he spoke with the agency judge regarding mediation who stated that because this is not a legal matter, nor case or personnel issue, he recommended that we use a related organization called “Justice Solutions” which is about half the rates that they use. Masters spoke with the agency’s director and she would like to have conversations with the parties involved, preferably by phone call vice face-to-face, sometime next week. He expressed the desire to close the case before the ABM.

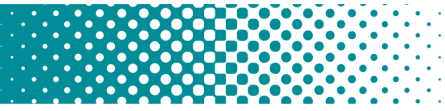
#### **ITEM 4 – OLD BUSINESS**

13. **Annual Business Meeting** – Chair Kraeger yielded to ED Imai for an update on the planning of ABM. ED Imai asked the Members to review document 7a – *ABM18 Itinerary* and stated the USPHS brief has been replaced with a presentation by Sara Appel of the Mid-Western Higher Education Compact on *High School Transcripts and University/College Applications*.

14. ED Imai reported that the Tier Group meeting agenda was revised based on the feedback at the last meeting. The agenda will be uploaded on Google docs and she asked each group lead to bring their laptop. Currently a member of the EXCOM belongs to each Tier Group so in the current format they are staffing the meetings. Tier 2 and Tier 3 only have one EXCOM representative, so a staff person could assist them and be the designated note taker. Another recommendation was each group could choose a note taker/reporter from within the group.

15. ED Imai reviewed the General Attendee Sessions agenda and topics. DOD Representative has expressed what she wanted to take part in the sessions. The separate sessions were created after the 2016 ABM in which an Air Force School Liaison Officer disrupted the Commissioner Only training session. The post meeting comments from the Commissioners expressed that the session be closed to non-commissioner attendees. Therefore, the separate sessions were created for the 2017 ABM. Last year the sessions were well received and a Parent FAQ was created. A meeting will be scheduled later this or next week to review and discuss roles and responsibilities. Chair Kraeger asked that the EXCOM be sent the invitation to attend the meeting and participate.

16. **Mid-Year Survey Results** – ED Imai reviewed the results of the survey. There was a total of 22 of 46 respondents, or 47.8%. While the responses were lower than expected, there was good data to consider. Imai reminded that Commissioners were provided an initial deadline which was extended due to a low response rate. She reviewed the slides detailing the results, recommendations, and responses.



Chair Kraeger will present this information at the ABM. Chair Kraeger added that she liked the way the data was presented, we asked questions, we listened and we are responding – and that is good. She hoped that it would encourage others to respond when the survey is released next year.

17. Commissioner Kaminar pointed out a response on question #2 that addressed the value of the commission. The respondent said, “there is room for improvement at the Executive Committee and Executive Director levels” and asked if the responded provided any elaboration on the comment. ED Imai replied that the respondent did not provide additional information based on their comment. Commissioner recommended that clarification was needed and a broad comment like that is not helpful if we are trying to improve things. The EXCOM concluded it would be prudent for Chair Kraeger to reach back and connect with individuals, and ask why they responded that way, and for clarification on their comments.

18. Chair Kraeger thanked ED Imai for adding the time on the agenda to help move the agenda forward. The practice will be instituted for the next meeting.

**ITEM 5 – ADJOURNMENT** – With no further business to conduct, Commissioner Kaminar motioned to adjourn, seconded by Commissioner Weiss. Chair Kraeger adjourned the meeting at 3:13 PM EDT.

Respectfully submitted by,  
Cherise Imai  
Secretary/Executive Director

DRAFT